

## ■ Delivering a Web Presentation

### ↓ THE BOTTOM LINE

When most people think of delivering a Microsoft Office PowerPoint presentation to an audience, they likely envision a presenter standing in front of an audience, with a screen nearby displaying each slide. While this is still a popular option for giving presentations, PowerPoint provides users with many powerful delivery options, including the ability to distribute a presentation via the Internet. By saving a presentation as a Web page, you can deliver your message to potential viewers throughout the world without ever leaving your home or office. Your prospective audience is unlimited.

### Delivering a Web Presentation

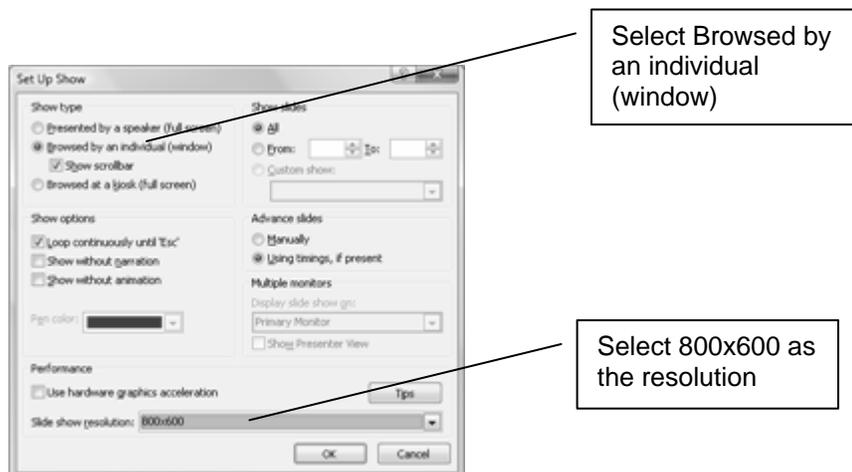
Consider the many available options when preparing a presentation for delivery over the Web. Selections such as show type and resolution must be set appropriately for proper viewing of the Web page within a browser.

#### DELIVER A WEB PRESENTATION

**GET READY.** Before you begin these steps, be sure to launch PowerPoint and **OPEN** the **ADatum\_Presentation** file from the data files provided. (See your instructor for the location of the data files.)

1. Click the **Slide Show** tab on the Ribbon, and then click **Set Up Slide Show** in the Set Up group.
2. In the Set Up Show dialog box, under the Show type section, click to select the **Browsed by an individual (window)** radio button. Click the **Slide show resolution** dropdown arrow and select **800x600**, as shown in Figure 1. Click **OK**.

**Figure 1**  
Set Up Show dialog box

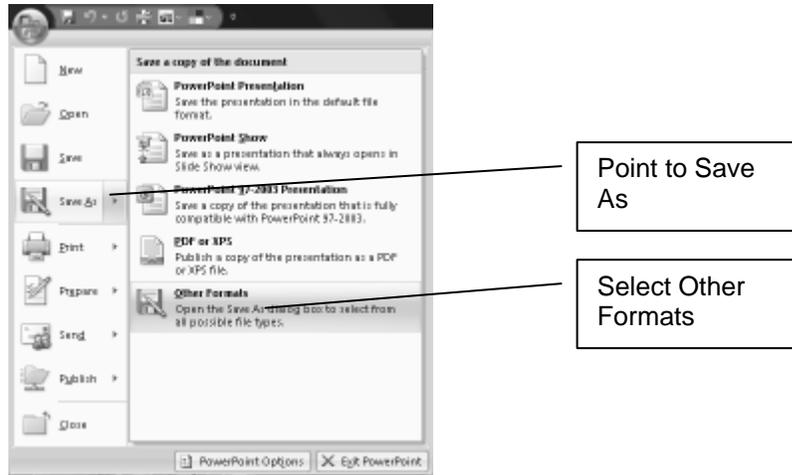


Select Browsed by an individual (window)

Select 800x600 as the resolution

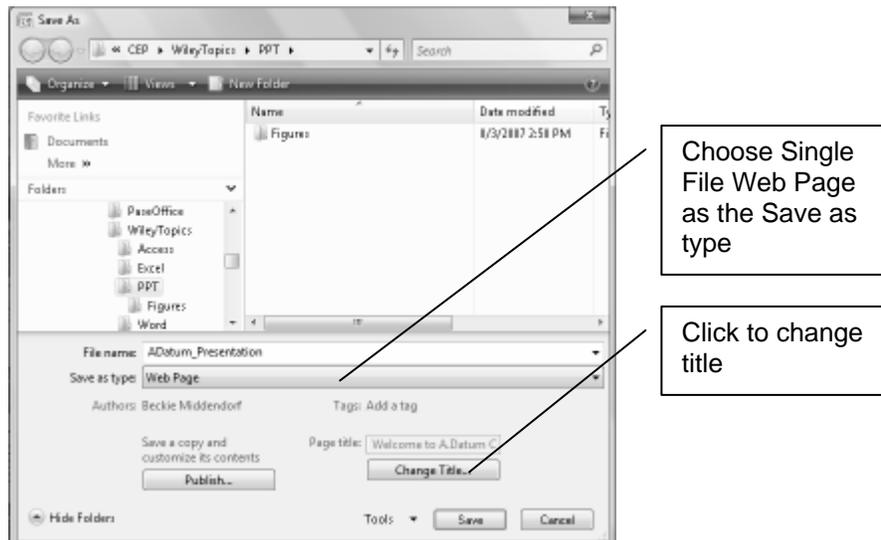
3. Click **Rehearse Timings** in the Set Up group. The slide show fills the screen and the 800 x 600 resolution is used. Read through the content of each slide, clicking the mouse button to advance slides. After you have viewed each slide once, press the **Esc** key. When asked if you want to save the slide timings, click **Yes**.
4. Click the **Microsoft Office Button**, point to **Save As**, and then click **Other Formats**, as shown in Figure 2.

**Figure 2**  
Save As – Other Formats



5. The Save As dialog box appears. In the Save as type list, select **Web Page**, as shown in Figure 3.

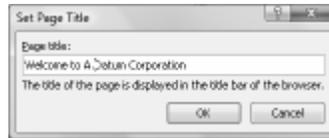
**Figure 3**  
Save As – Web Page



- Click **Change Title**. In the Set Page Title dialog box, select the text appearing in the Page title section and then key **Welcome to A.Datum Corporation**, as shown in Figure 4. Click **OK**.

**Figure 4**

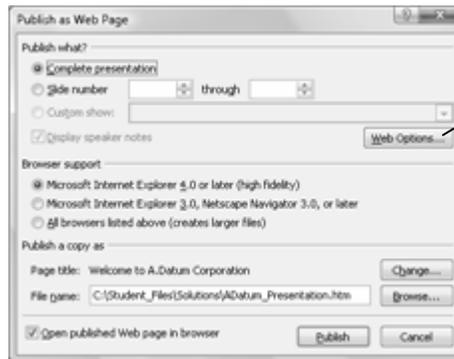
Set Page Title dialog box



- In the Save As dialog box, click **Publish**. The Publish as Web Page dialog box appears. Ensure that your settings match those shown in Figure 5. Select the text in the File name box and key the location of the folder where your Web page will be published. Make sure that the **Open published Web page in browser** box is selected. Click **Web Options**.

**Figure 5**

Publish as Web Page

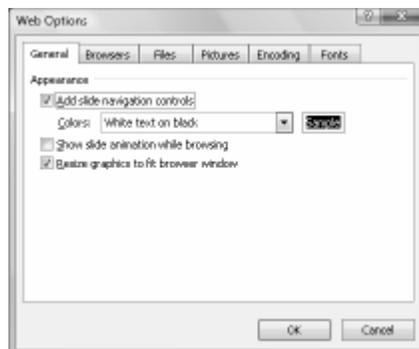


Click to set additional Web Options

- The Web Options dialog box appears, as shown in Figure 6. On the General tab, make sure that the **Add slide-navigation controls** box is selected. Click the **Colors** dropdown box and select **White text on black**. Click each tab to view the various settings, and then click **OK**.

**Figure 6**

Web Options dialog box



- On the Publish as Web Page dialog box, click **Publish**.

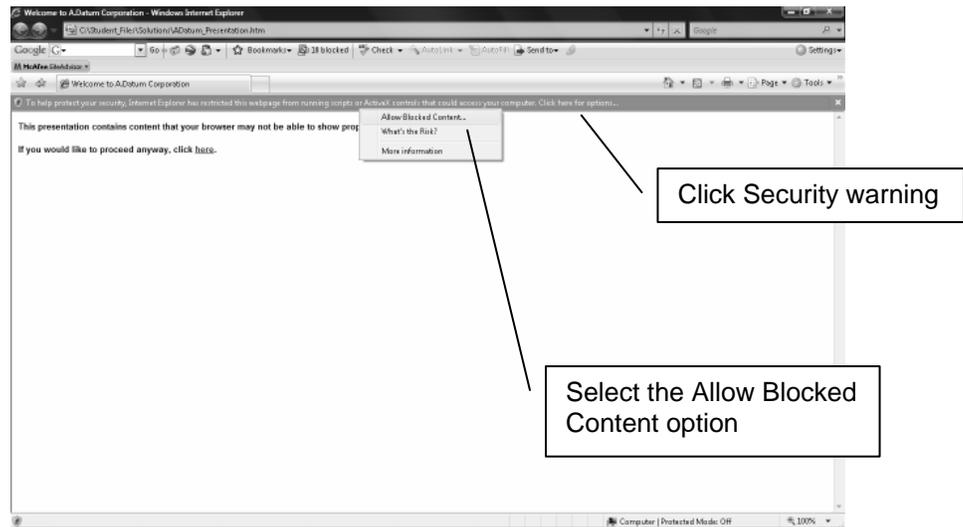
**TAKE NOTE**

When a presentation is published as a Web page, the outline is displayed automatically by your Web browser. You can choose to hide the outline before saving the file. In the Web Options dialog box, on the General tab, click to remove the check mark in the Add slide navigation controls box.

- Depending upon your computer's security settings, you may receive a security warning similar to the one shown in Figure 7. If the security warning is displayed, click the **Internet Explorer security message bar**, and then click **Allow Blocked Content** from the dropdown list.

**Figure 7**

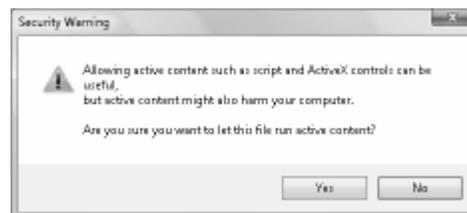
Internet Explorer security warning



- The Security Warning dialog box appears, as shown in Figure 8. Click **Yes** to continue.

**Figure 8**

Security Warning dialog box



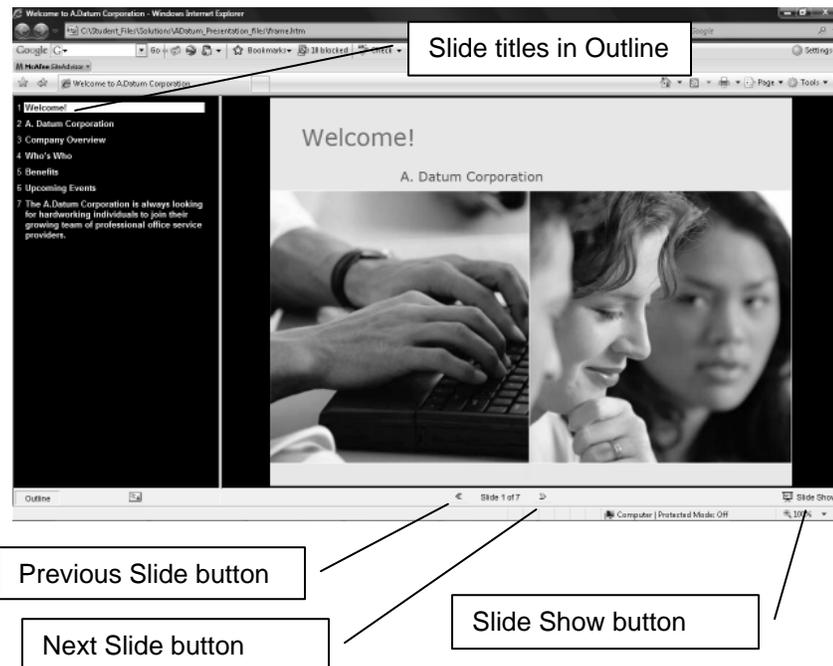
12. The presentation appears as a Web page in your browser, as shown in Figure 9.

### TROUBLESHOOTING

If the Web page does not automatically appear in your browser, navigate to the folder where the Web page was saved to open the file manually.

**Figure 9**

Presentation displayed in browser



13. Several navigation options enable you to view the Web page. You can click a specific slide title in the outline to advance to that slide. Or, you can click the **Previous Slide** or **Next Slide** arrows to navigate through the presentation one slide at a time. You can also click **Slide Show** to view the presentation with the slide show settings.
14. **CLOSE** your browser, and then **CLOSE** the **ADatum\_Presentation** file without saving changes.  
**STOP. CLOSE** PowerPoint.

The preceding exercise showed the appropriate settings necessary when preparing a presentation for delivering as a Web page. Keep in mind that the larger a presentation's file size, the longer it will take viewers to load and navigate through the presentation. A presentation's resolution directly affects the size of the file. The higher the resolution, the larger the file size. A presentation can be set for browser viewing in Internet Explorer version 4.0 or later only, by Internet Explorer version 3.0 and Netscape Navigator 3.0 or later only, or all of these browsers. If you set the presentation for viewing by all of these Web browsers, a larger file will be created.

A presentation's outline will automatically appear on the Web page, but you can choose to hide the outline in the Web Options dialog box. When a Web presentation opens in a browser, several navigational options are available.

If the outline is visible, viewers can select a slide title in the outline to view a specific slide. Viewers can navigate one slide at a time by clicking the Next Slide or Previous Slide buttons. Finally, viewers can click the Slide Show button to view the presentation using the Slide Show settings. Before saving the presentation as a Web page, be sure to use the Rehearse Timings option to record and save the timings that will be used when the presentation is viewed over the Web as a slide show.